



# Employment Opportunity

## Fiscal Technician 2

Range 32

\$2102 - \$2649 monthly

Recruitment: 601-2006

Opens: November 20, 2006

Closes: December 8, 2006 **EXTENDED**

**Location:** Business Services, Payroll  
Located in Olympia

**Job Summary:** This position ensures the timely and accurate payroll processing for employees of WDFW.

### Key Job Responsibilities:

- Processing payroll for the Hatcheries Division of the Fish Program.
- Working with the program to resolve payroll problems.
- Providing quality customer service to the people we work with on a daily basis.

### Competencies:

- Excellent records management and recordkeeping skills
- Ability to organize and manage workload in busy office
- Ability to analyze, implement and interpret fiscal information, OFM, DOP, CBA's and Agency regulations
- Ability to analyze reports and audit information obtained from data inquiries/reports in HRMS
- Ability to work accurately with forms and documents, entering and verifying information
- Ability to work accurately with numerical/financial information
- Excellent skills in keyboarding and personal computer usage, including Word and Excel
- Proficiency in 10-key operation
- Ability to write clear e-mails and memos, respond courteously and clearly to requests for information.

**Required Qualifications.** To qualify for this position, you must have the following:

- High school graduation or GED equivalent
- At least one year of clerical or fiscal related experience

**Preferred Qualifications.** In addition to the required qualifications, the ideal candidate for this position will also have:

- One year of accounting experience in a Washington state agency
- Ability to clearly communicate orally and in writing.
- At least 18 quarter or 12 semester hours of college level courses in one of the following areas; Accounting, Business Administration, Business Math or Math, or Human Resources.
- A good working knowledge of Microsoft Excel
- Proficiency in 10-key operation
- Demonstrated skills in document analysis, mathematical reasoning, following oral directions and using personal computers (note: if you are referred for an interview, your skills in one or more of these areas may be tested)

**Working Conditions.** This position requires that you be willing and able to:

- Work in the office during core business hours of 8:00 am to 5:00 pm
- Work accurately under high volume work demands during payroll cutoffs
- Sit at a desk for at least 8 hours per day doing extensive data entry on a computer, processing vendor payment claims, auditing documents and filing.

**Notes:**

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE), which contains a “union security” provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

**How to Apply:**

To apply for this position, complete a Washington State Application and answer the questions below. Submit your answers to the questions along with your application to Cheryl Gardner, 600 Capitol Way N, Olympia, Washington 98501 or e-mail [gardnclg@dfw.wa.gov](mailto:gardnclg@dfw.wa.gov). All application materials, including the questionnaire, must be received by the close of business on December 8, 2006.

**Experience and Training Exam.** This exam is an evaluation of your experience and training. Follow the instructions carefully and provide complete answers. Be sure that any employment or formal training is also shown on your state job application.

On a separate sheet of paper, provide the information requested below. A resume will not be accepted as a substitute for providing the information in the format below.

1. Do you have a high school diploma or G.E.D.?
2. List the positions held in which you performed fiscal or clerical duties (especially payroll / fiscal experience). For each position, specify your employer, job title, and the duties performed.
3. Do you have experience processing payroll? In the HRMS system?
4. Do you have fiscal or clerical experience for a Washington state agency? Briefly explain.
5. Specify the number of credits completed in accounting, auditing, business administration or human resource courses, and the school where completed. Also indicate if you completed a bachelor's degree or higher in a relevant field.
6. Briefly describe any experience or training that provides you with a working knowledge of HRMS, Collective Bargaining Agreements (CBA's), State & Agency accounting Policies & Procedures
7. Briefly describe any experience or training that gives you a good working knowledge of Microsoft Excel.

*The Department of Fish and Wildlife actively supports diversity in the workplace. Women, racial and ethnic minorities, persons with disabilities, disabled veterans, and Vietnam-era veterans are all encouraged to apply. Disabled persons needing application/testing/interview assistance may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.*